

# Melbourne Metropolitan College & Langford English College

## Credit Transfer Policy

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### Purpose

The purpose of this procedure is to ensure that the Qualifications, Statement of Results (Academic Transcript) and Statements of Attainment (SoA) issued by any other registered providers are recognised and the requirements of the AQF, SRTOs 2015, and the National Code 2018 are met.

### Scope

This policy applies to all students (international and domestics) applying to study a vocational course with Melbourne Metropolitan College and Langford English College .

### Responsibility

The Training Manager is responsible for the implementation of this policy and procedure and to ensure that staff and students are aware of its application and requirements. The Student Administration Manager will be responsible for administration of the documentation.

### Definitions

- Credit Transfer (CT) means exempting a student from enrolling in and being assessed in a unit or units because they have been granted recognition for having completed the identical unit or units at another registered provider.
- Variations in the version number of units reflect minor changes not related to outcomes and are therefore accepted for CT.

## Policy

- The qualifications, Statement of Results and Statements of Attainment issued by any other registered provider will be recognised.
- "Recognition" means that students will be granted exemptions or advanced standing in a course as a consequence of having completed the same unit(s) in another registered provider.
- Credit transfer information must be included in information given to students prior to enrolment.
- All Coordinators, trainers/assessors and Student Support Officers will be provided with information about the CT and assist students in completing applications. • CT is different from Recognition of Prior Learning (RPL)

## Procedure

- Applicants seeking CT must complete the CT Application Form, attach a copy of a qualification, statement of results (academic transcript) or SoA and submit the application to the Student Services Manager.
- The Student Support Officer will forward the application to Campus Manager/RTO Manager/Training Manager who will check the qualifications, statement of results (academic transcript) or statement of attainment and grant credit transfers for identical units that have been identified as being completed with another registered provider.
- Campus Manager/RTO Manager/Training Manager verifies copies of qualifications, statement of results (academic transcript) and statements of attainment by directly accessing the USI transcript online or by contacting the organization that issued the document that must be placed in the student file.
- The completed CT record must be signed by the student and the Campus Manager.
- Granting of CT must be recorded as a unit outcome in the student's file and on the Student Management System (PowerPro).
- After CT is granted, a student's course schedule must be reviewed and any reductions in the scheduled attendance (and the reasons for the reduction) must be recorded in the student's file.
- Wherever, a full-time load for the student should be maintained by adjusting the student's course schedule and duration for completion of the course.

- In the case of international students, any course duration reduction as a result of credit transfer granted to students must be indicated on:
  - I. the student's Confirmation of Enrolment if granted prior to the issue of a visa, or
  - II. PRISMS if granted after the issuance of a visa

#### Associated Documents

- Credit Transfer Application Form